

# Audit Contract Agreement

**Date:** [Insert Date]

**To:** [Charitable Trust Name]

**Address:** [Charitable Trust Address]

Dear [Trustee's Name],

We are pleased to confirm our acceptance of the appointment as auditors for [Charitable Trust Name]. This letter outlines the terms and conditions of our audit contract for the evaluation of financial statements for the year ending [Insert Year].

## Scope of Services

Our audit will include:

- Review of the financial statements prepared by your management.
- Assessment of accounting practices and internal controls.
- Verification of compliance with applicable laws and regulations.

## Timeline

We anticipate commencing our audit on [Insert Start Date] and plan to conclude our work by [Insert End Date].

## Fees

Our fees for the audit will be based on the time spent on the engagement at our standard hourly rates. Estimated total fees are [Insert Fee Estimate].

## Acceptance

Please indicate your acceptance of this engagement by signing and returning a copy of this letter.

We look forward to working with you and contributing to the success of [Charitable Trust Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

**Agreed and Accepted by:**

[Trustee's Name] \_\_\_\_\_

Date: \_\_\_\_\_